Accounts Payable – ImageNow Workflow Processing

BCO Assistant Instructions

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BCO Instructions

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BCO ASSISTANT INSTRUCTIONS

- You will receive an email notification from Accounts Payable that you have documents to process in ImageNow.
- Click on the link to be taken to the ImageNow Login screen. Note – If you receive an error message saying that the application’s digital signature has an error – then select “Run” and click “Always trust content” as well.
- Use your Novell login and password to login to ImageNow.

![Email notification screenshot](image.png)

- There is/are document(s) to process in the IP_IT Verify queue.
- To access, please go to [http://inclus.med.edu:8080/webnow/](http://inclus.med.edu:8080/webnow/)
- First, you need to use the stamp annotation to input the general ledger account number if it’s a NonPO Invoice. Then, the BCO needs to click on the "Approved".
- Remember that you need to be connected to the GRCC network either on campus or by a VPN connection.
Once you have logged in, you will be taken to the screen seen below.

- Click on Workflow, Invoice Processing, Verify
Now you will see the documents that you need to process.

- Double click on item to bring up invoice image.
Review the invoice and add the appropriate account # if the invoice does not relate to a requisition. Left click on the “T” or Text Icon, click on Account Number and drag/click onto image.
• Click on the Account # Text Box, Select Content and **edit the Account #** and click OK. If you have any special instructions for Accounts Payable, please add comments after editing the Account #. Also, add **PO#** if applicable. If invoice relates to a requisition, add **requisition #** for Purchasing.
• After adding the Account #, click on the Route Forward Icon, select the appropriate BCO and click Route. The item is now removed from your work queue and an email notification will be sent to the BCO that you selected.
**BCO INSTRUCTIONS**

- You will receive an email notification from Accounts Payable that you have documents to process in ImageNow. Click on the link to be taken to the ImageNow Login screen. Note – If you receive an error message saying that the application’s digital signature has an error – then select “Run” and click “Always trust content” as well.
- Use your Novell login and password to login to ImageNow.

Once you have logged in, you will be taken to the screen seen below.

- Click on Workflow, Invoice Processing, Approve
Review the invoice and the account # and/or requisition #. If OK, then approve invoice for Account Payable.

- Right Click on the Approval Stamp Icon, click on Account Number, and drag & click onto image. Your user id and time approved will be automatically added.
• Click on the Route Forward Icon, select either “Invoice to AP – <$1,000 or PO” or “Invoice/Req to Purchasing” and click Route.

The item is now removed from your work queue and sent to Accounts Payable and/or Purchasing for processing.